

**Reduction in Workforce Plan – Phase III  
Sumter County Solid Waste Department  
November 1, 2010**

The Solid Waste Department is operated utilizing the Solid Waste Fund. The Solid Waste Fund is diminishing faster than our predicted September 30, 2011 timeline. The “break even” point that we have operated on in the past is roughly 65 tons per day which also supports the post closure care costs of the landfill. Due to the following reasons a reduction in force focusing on the core mission of the Solid Waste Department is warranted:

- A National economic slowdown,
- The decision of the City of Brooksville to no longer utilize our facility which will reduce the waste flow to 30 tons per day,
- Inability to remain competitive with our tipping fee,
- Lack of interest by Waste Services, Inc., ACMS, and Waste Management in operating our transfer station, and
- The redirection of 10 tons per day by Waste Services, Inc.

The remaining fund balance of the Solid Waste Fund would support a transition of the Solid Waste facility to a citizen drop-off operation and provide severance packages to the affected employees. A reduction in workforce is therefore proposed.

Staff positions to be retained are identified based on the core mission and critical functions of the department. The Human Resources Department in conjunction with the Public Works Director reviewed required certifications, needed skills and training, and workflow efficiency. Employees occupying positions proposed for reduction will be notified of the reduction and given the opportunity to apply for open positions within the Board of Sumter County Commissioners. Employees who are not selected to fill other available positions will be separated from county employment. The Board will assist separated employees through the Human Resources Department in job placement. Assistance will also be provided through Workforce and other employment resources. Employees who choose to retire will be assisted through the retirement process.

**Severance Package**

Separated employees will be given severance provided the employee executes a general release waiving re-employment with the Board for a period of six months. The severance package includes the following.

- A) Payment equal to one week's salary for each year of employment.
- B) Payment equal to the balance of the current pay period plus an additional two weeks salary.
- C) Paid health insurance premiums for up to 3 months for those employees timely electing COBRA. Employees who cover dependants through the Health Plan will have the option of retaining dependent coverage by self-paying.
- D) Payment of 25% value of accrued sick leave as of separation date.
- E) In addition to A, B, C, and D above, payment for accrued vacation in accordance with the Board's Employee Manual.

**Proposed Timeline**

August 24, 2010 – Announce proposed plan to the Board

September 28, 2010 – Board of County Commissioners acts on plan

September 29, 2010 – Affected employees notified

September 29 – October 29, 2010 – Application Period for open positions

November 1, 2010– Separation Date for Employment for positions identified for Reduction in Force

**“Attachment A”**

**Staffing Plan**

The following jobs have been identified to operate the Solid Waste Department

To Be Determined

Approved by:

---

Bradley Arnold, County Administrator

Date